FACULTY INSTRUCTIONS FOR ONLINE GRADING

For more faculty information, read our Instructor Handbook
http://gse.pdx.edu/handbooks/instructor

Step 1 – Odin Account Manager (OAM)

In order to issue grades, you must be the instructor of record for the course. You can access your PSU account (to issue grades) through the Banweb website. But first, you will need to complete what’s called the “OAMing process.” In other words: The first time you do online grading, you will need to go through the Odin Account Manager (OAM) website in order to access Banweb.

The OAM process centralizes your login information for PSU system websites so that you only have one username and password. It also allows you to reset your password if you’ve forgotten it – without having to call PSU. As of January 2010, PSU requires all students, faculty, and staff to “OAM themselves.” Follow these instructions to “OAM yourself.”

1. Go to www.banweb.pdx.edu and enter your PSU ID Number and password.
   - Enter your PSU ID and password if you already know it. If you don’t, your default username is your Social Security Number and your default password is your 6-digit date of birth (MMDDYY).
   - If you don’t remember your PSU ID Number or password, call Admissions (503-725-3511, option 5). Ask to have your password reset to your 6-digit date of birth (MMDDYY).

2. Once you’ve successfully logged into Banweb, you should be re-directed to the OAM registration page (www.oam.pdx.edu). Enter your login information again and follow the instructions. If you need assistance, contact the Office of Information Technologies (OIT) Help Desk at 503-725-HELP (4357).
   - You will have the option to link your PSU email account to your preferred personal email account so that PSU email gets forwarded to your personal account. If you don’t intend to check your PSU email account regularly, **we highly recommend that you link it to your personal email account. PSU sends important information to faculty via email.**
   - Keep your 9-digit PSU ID Number, username (PSU email address), and password in a safe place.

Step 2 – Accessing the online grading system

For an explanation of the PSU grading system, including definitions for the various grading options (A-F, I, IP, W, P, NP, AU, and M), visit: www.pdx.edu/registration/online_grading.html. If you need to issue an “Incomplete” grade, read the “Incomplete Grades (I)” section. You will find a link to “Incomplete and I to F Policies,” which includes a form that you should use as a contract between you and the student receiving the incomplete grade.

To issue grades, first check the deadline dates to see if the grading period is still open for the term. If grading rosters are available for the term, login to Banweb (www.banweb.pdx.edu) with your username or PSU ID and the password you created when you “OAMed” yourself.

- Click “Faculty Services” → click “Final Grades” → choose the appropriate term and course from the “Select a Term” drop-down list → click “Submit” → select your CRN from the drop-down menu → click “Submit” → enter grades for each student → click “Submit”
- If students are missing from your roster, contact Continuing Education at 503-725-9942 or ceed@pdx.edu.
Changing grades after the grading deadline

Submitting late grades requires that you make individual entries for each student on your roster, which takes more time and effort than using the normal, end-of-term grading feature. Online grade changes should not be used to effectively extend the grading deadline. It is very important to submit your grades on time. Late grades can impact a student’s academic standing, financial aid eligibility, Dean’s/President’s list honors, ability to pre-register, visa status, ability to gain admittance to other institutions, and ability to apply for jobs or pay raises.

If the deadline for posting grades on the web has passed (see deadline dates), you may use the Online Grade Change feature to submit late grades or to change marks of I, M and IP to a regular grade (A-F or P/NP). Grading policy allows such grade changes to be made for regular courses within one year of the original term.

To make grade changes, login to Banweb (www.banweb.pdx.edu) with your username or PSU ID and the password you created when you “OAMed yourself.”

- Click “Faculty Services”  click “Online Grade Change”  select the course  select the student  enter the grade  click “Submit”

- You may only change one student’s grade at a time. If you need to change more than one student’s grade, select the course again and repeat the process.

You can use the online grade change system for all grade changes except for the two types that still require submission of the paper Supplemental Grade Report (SGR) form: changing an A-F grade to P/NP (or vice versa) or submitting a grade change after the one-year mark. The SGR form is used because this type of grade change requires the signature of the department chair.

COMMONLY MISUNDERSTOOD GRADES:

Below is a brief summary of the most commonly misunderstood grades. If your class dates extend beyond the end of the regular PSU term, do not issue an incomplete or “I” grade. Do not submit any grade until the class is over. The students’ grades will default to “M” and then you will need to issue a grade change. For a complete explanation of the PSU Grading Policies, go to www.pdx.edu/registration/online-grading.

In-Progress Grade (IP)
The grade of “IP” is issued only in the special circumstance of a course registered for in one term is to be completed by registering for the companion course in a subsequent term (e.g., dissertation credits). Upon successful completion of the final course, the instructor changes the “IP” grade to the appropriate grade. “IP” grades are not included when calculating GPA.

Withdrawal Grade (W)
A grade of “W” is issued when a student formally withdraws from a course. The withdrawal must be initiated by the student in accordance with the procedures and deadline dates published in the Schedule of Classes. “W” grades carry no credit and are not included when calculating GPA.

Incomplete Grade (I)
The instructor may issue a grade of “I” (for Incomplete) when certain criteria have been met and satisfactory student-instructor arrangements have been made. “I” grades are not included when calculating GPA.

The deadline for completion of an Incomplete in an undergraduate course is one calendar year. The instructor may set a shorter deadline, which is binding. An agreement for a longer period over a year must be approved by petition to the Scholastic Standards Committee by petition. Failure to make up the Incomplete by the end of one year will result in the mark of “I” automatically changing to a grade of “F” or “NP,” depending on the grading option chosen by the student at registration.
Audit Grade (AU)
A grade of “AU” is issued when a student’s attendance in an audited course is deemed adequate. “AU” grades carry no credit and are not included when calculating GPA.

No Basis for Grade (X):* Issued when the instructor finds no basis for grade or performance evaluation, such as non-attendance. “X” grades carry no credit and are not included when calculating GPA. “X” grades should not be used in place of incompletes.

Missing Grade (M):* Issued when no grade has been reported to the Office of Admissions, Registrations, and Records by the grade submission deadline. M grades carry no credit and are not included when calculating GPA. “M” grades should not be used in place of Incompletes.

*New grading policy for “X” and “M” grades

**Effective Fall 2011**

The following definition and rules regarding assignment of “X” grades and “M” grades have been adopted effective Fall 2011.

- **The “X” grade definition:** Non-attendance and No Basis for Grade. The “X” grade is used when there is little or no attendance and no work/performance upon which to base an academic evaluation.
- **New Rule for “X” grades:** “X” grades cannot be changed after initial submission and other grades cannot be changed to an “X”.
- **New Rule for “M” grades:** “M” (missing) grades will change to a grade of “X” one term after the term awarded. Once converted to an “X”, the grade cannot be changed.

**General Grading Reminders**

**PLAN AHEAD:** We highly recommend that you not wait until the last minute to issue grades. We are usually swamped with phone calls and emails on the last two days before the grading deadline. Plan ahead and issue grades at the beginning of the grading window. If you won’t have grades ready until the end of the grading window, login to your PSU Odin account on the first day of the grading window to make sure your username and password are correct. **Most online grade submission issues are related to usernames/passwords.**

**PREVENT DATA LOSS:** After entering the grades, you should save the data by pressing the SUBMIT GRADES button. The grading session will close after 30 minutes of inactivity, and any unsaved data will be lost. Therefore, it is important to save data frequently. Online grades may be viewed and changed at any time during the grade submission time period. Double-check grade entries to ensure that each student has the correct mark/grade.

**SECONDARY GRADER:** Mark Mentzer is setup as a secondary grader for all Continuing Education courses but he does not issue grades. Only faculty can issue grades! He can help faculty enter grades if they are unable to do so (e.g., ill, out of the country, etc). If faculty members are unsure of how to enter grades online, Mark can provide guidance, but he cannot issue grades unless there are extenuating circumstances.

**BANNER MAINTENANCE:** Faculty grade web input is generally available 24 hours a day, with the possible exception of Sunday nights when the Banner system may come down for maintenance between 8pm and 6am the next morning.

**Contact us**
If you have any questions concerning these instructions or other grading matters, call 503-725-9942 or ceed@pdx.edu.